

Richmond Refinery Loss Prevention Week 2011 and 1Q Proactive Event

1/17/11 - 1/25/11 (Pre-Loss Prevention Week) Provide a Loss Prevention Week orientation opportunity for Managers and their Supervisors. A conversation will be cascaded through the organization about the following (*supporting talking points will be provided*):

- Playing to win. The need for a step change in the refinery's Incident and Injury Free performance,
- Introduce the Operational Discipline Program,
- How we are obligated to use Stop/ Pause Work Authority and the five steps.

Loss Prevention Week

- 1/24 - Monday: Cascaded message continues to ensure all of Ops have had time to receive the message. Refinery Wide Announcement will be shared.
- 1/25 - Tuesday: Cascaded message continues to ensure all of Ops have had time to receive the message.
- 1/26 – Wednesday am: Volunteers will greet workers in the morning at their work locations and hand out a "TEAM RICHMOND REFINERY" postcard with Incident and Injury Free Vision.
- 1/26 – Wednesday am: Maintenance *with IIF Champion and All Other Groups
 - Supervisor Discussion Topic: You received a postcard this morning. What is your how will we support the vision of IIF? What will each of us commit to that supports the IIF vision. A hard hat sticker will be provided to be filled out and display on your hardhat.
- 1/27 – Thursday am/pm: Operations Supervisor Discussion Topic (same as above) *with IIF Champion
- 1/28 – Friday am/ pm: Operations Supervisor Discussion Topic (same as above) *with IIF Champion

*Limited numbers of IIF Champions will be available to attend O&M work group level meetings in support of 1st line Supervisor Discussion Topics. Sign Up sheet will be shared on the O: drive.

1Q Proactive Event Outline:

1. January 31 – Introduce the 1Q Proactive Event topics
2. February 7 – Review and Discuss the Near Loss Video.
3. February 14 – Discuss components of effective Root Cause Analysis and 5 Why
4. February 21 – Provide an overview of Operational Discipline: the philosophy and OD Program
5. February 28 – OD: LOTO discussion. What does good look like?
6. March 7 – OD: Procedures discussion. Differentiate between Procedures, Job Aides, etc.
7. March 14 - Clarifying our right and obligation to Stop Unsafe Work. The Five steps of Stop/ Pause Work Authority
8. March 21- Keeping LPSA fresh and improving situational Hazard ID in the field.

Supporting 1Q Proactive Event:

- 2x Thought Provoker in lieu of 15 minute Discussion Topics
- 1x Walk about with Intent supporting one Discussion Topic (or theme) that supports the business needs of the Refinery.